

Mallory Hyneman

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Summary

Motivated to apply skills and knowledge from classroom experience. History of efficiently organizing classes, supplies, and equipment for science courses. Well-coordinated and forward-thinking with an adaptable approach and top communication and planning abilities.

Education

Western Governors University / Master's in Science Education

2012 - 2014, Salt Lake City, UT

Oklahoma State University / Bachelor's in Biological Sciences

2006 - 2011, Stillwater, OK

Experience

Mother B. Green Cleaning / Onboarding Administrator and Technology Support Specialist

2020 - Present, Chicago, IL

- Training manual creation and distribution upon onboarding
- Redevelopment, optimization and maintenance of organization website
- Employee recruitment and interview screening
- Market research on potential business/service expansion points

CPS - Al Raby High School / Science Teacher

2017 - 2019, Chicago, IL

- Program management for after school clubs, Art & Women in STEM
- Collaboration with multiple teams to plan events
- Curriculum development in accordance with national standards
- Created interactive presentations with the usage of relevant software (e.g. PhET simulations, Smart board, G-Suite, etc.)
- Worked with 100+ students per year
- Used problem solving procedure to mentor group of students
- Member of personalized learning implementation team
- Consistent verbal and written communication with parents, students, and administration
- Data analysis to monitor individual progress towards state standards
- Composed and received grant for science equipment

ACE Technical Charter School / Biology Teacher

2015 - 2017, Chicago, IL

- Curriculum development in accordance with national standards
- Composed and received grant for classroom set of computers
- Mentored small group of students
- Cultural Committee Lead: Ran fundraisers, planned trips, organized school wide competition, and festival

Training

- Crisis intervention
- Trauma awareness
- Restorative justice
- De-escalation

Volunteer Work

National Runaway Safeline/ Liner - 1/18-Present

Utilize communication technology to offer a safe, non-judgemental space for youth to talk about the issues they face, such as abuse, neglect, and mental health.

Volunteer of the month

- Dec '18

Urban Rivers/ Ranger - 6/20-Present

Reporting on plant health and wildlife sightings; removing trash buildup, weeds and invasive species; measuring the installation's impact on the ecosystem

Lakeview Pantry- 7/20-Present

Inventory items and put them away. Pull orders to be sent to other pantry locations. Assisting with preparation for Home Delivery and Pop-Up Pantry, packing produce and dairy, prepping dry/canned goods. Pack orders for Online Market